



# Special Event Permit Application

Complete this application in accordance with the City of Hopkins Special Event Policy and return it to the City Clerk's Office at least **45 days prior** to the starting date of the event. Please be aware that there is a **\$35 application fee** and **additional fees may be charged** based upon the type of event and City services required.

By submitting a Special Event Permit Application, you and your organization agree to the terms outlined in the Special Events Policy and all other ordinances, laws and City requirements which may apply to this special event.

Name of Special Event \_\_\_\_\_

Name of Applicant or Organization \_\_\_\_\_

*If the organization is a non-profit, a copy of the 501(c)3 statement must be attached.*

## Main Contact For Event

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

## Event Information

Starting Date & Time \_\_\_\_\_ Ending Date & Time \_\_\_\_\_

Estimated Event Attendance \_\_\_\_\_ Location of Event \_\_\_\_\_

Is the event in coordination with another event?    No    Yes (Event Name \_\_\_\_\_)

Provide a detailed description of all activities that will take place.

Location(s) of event parking \_\_\_\_\_

Amplified Sound?    No    Yes

*Provide a description of any recording and sound amplification equipment to be used at your event and the times:*

Restrooms provided?    No    Yes    How many? \_\_\_\_\_    Company contracted for restrooms \_\_\_\_\_

Trash Disposal?    No    Yes    Company contracted for trash disposal \_\_\_\_\_

Request to use  
 City utilities?    No    Yes    *(Additional use fees may be charged.)*



## Event Security Plans

Applicant will maintain adult supervision of the event at all times. Additional security may be stipulated by the Chief of Police. Security will be billed per the Special Event Policy. If you have questions about the amount of security to provide, please contact the Police Department Operations Captain at 952-938-8885.

**If event security will be provided by the applicant, please explain arrangements:**

If the applicant is requesting the Police Department to provide security, please explain your request:

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ Number of Officers \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ Number of Officers \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ Number of Officers \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ Number of Officers \_\_\_\_\_

---

## Park Use

*If your event requires the use of a City park, you must complete this section.*

Name of Park \_\_\_\_\_ Location of Park \_\_\_\_\_

Shelter(s) to be used \_\_\_\_\_ Number of People Attending \_\_\_\_\_

Date of Use \_\_\_\_\_ Time of Use \_\_\_\_\_

Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Email Address \_\_\_\_\_

---

## Required Attachments

Must be attached to the Special Event Permit Application when submitted.

**An event map** is required if event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations. Attach a complete map showing assembly and dispersal locations, route plan, and any streets or parking lots you are requesting be blocked.

**Parade application** is required if event includes a parade.

**Tent Permit application** is required for any tent that exceeds 200 square feet.

**Mainstreet Banner Permit** is required for any banner.

**Fireworks display applications** are available upon request.

**Street or Sidewalk Closing Permit application** is required if event requires closure of any streets or sidewalks. While the City treats Mainstreet as a venue for special events, event plans must be balanced with the interest and needs of property owners. Throughout all events, businesses should be reasonably accessible to the public. All reasonable efforts must be made to alert business and property owners along affected roads of the proposed closure.

**Temporary Liquor License application** is required for the sale of alcoholic beverages. Conditions for the license are attached in Policy 4-C Temporary Liquor License.



### Special Event Estimated Fees For Services **Not All Fees Listed**

Thank you for your interest in hosting a special event in Hopkins. To help you achieve the most successful event possible for your organization, we are providing the list of standard services/items and the associated fees that you may incur as part of the planning of your event. Not all events will require all services/items and this list is not intended to represent all services and items that may be necessary for the operations of your event.

#### Schedule for Services

*This fee schedule may be reviewed and updated annually by City administration.*

Street Closure - Weekend .....	\$500	No Parking Signs .....	\$36/hour
Street Closure - Weekday .....	\$275	Additional Park Maintenance .....	\$36/hour
Electrical Supply Check.....	\$36/hour	Delivery of additional equipment .....	\$36/hour
Street Sweeping.....	\$36/hour	Additional Trash Removal.....	\$36/hour

#### City Personnel (Cost Per Hour) **Minimum 2-hour employee call in for Police and 2.5 hours for Public Works**

Public Works General Laborer.....	\$36 (\$54 overtime)	Police Officer .....	\$78.71
Public Works Supervisor .....	\$64	Firefighter .....	\$15.53

#### Vehicles (Cost Per Hour)

Garbage Truck.....	\$90	Boom Truck .....	\$90
Pick up Truck .....	\$35	Fire Truck.....	\$250
Dump truck .....	\$90		

#### Permits & Licenses

Parade Permit .....	\$0	Street or sidewalk permit .....	\$0
Park Use .....	based on user	Banner Permit .....	\$0
Tent Permit .....	\$45	Temporary Liquor License .....	\$50
.....	+\$30 if second inspection required	Fireworks Display .....	\$45



## Indemnification Agreement and Insurance Information

The applicant hereby agrees to save, defend, hold harmless, and indemnify the City of Hopkins and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, and costs, including attorneys' fees, charges, liability, or other exposures, however caused, resulting from, arising out of, or in any way related to the applicant's event as herein described and applicant's use of City property and/or right-of-way. Nothing herein shall have any effect on the City's right to assert any liability defense in accordance with Minnesota Statutes, Chapter 466.

The City, in its sole discretion, may require the Applicant to obtain liability insurance coverage(s) for any event. If the City notifies the Applicant in writing that liability insurance is required, the Applicant must provide proof of the appropriate liability insurance(s) in the amount(s) provided herein.

The Applicant must provide the City with a Certificate of Insurance showing proof of the required liability insurance(s). The City must be listed as an additional insured on all liability policies. Applicant's insurance shall act as the primary insurance coverage for any claims of loss covered by the insurance policy.

The City, in its sole discretion, may require an Applicant to obtain any or all of the following insurance coverage, in at least the coverage amounts contained herein:

1. Commercial general liability insurance or equivalent special event coverage protecting Applicant and City from claims for damages or bodily injury and property damage which may arise out of or in connection with the event's operation and use of the City's property or right-of-way. This general liability insurance policy shall be in an amount not less than \$1,000,000.00 per occurrence.
2. If Applicant will be using an automobile for any portion of the Applicant's event, Applicant must obtain automobile liability insurance in an amount not less than \$1,000,000.00 per occurrence. Such policy must include liability coverage for owned, non-owned, and hired automobiles.
3. If alcohol will be served or included in Applicant's event, Applicant must obtain liquor liability (also known as dram shop) insurance in an amount not less than \$1,000,000.00 per occurrence.

The City reserves the right to modify these insurance requirements at its sole discretion based on the nature and scope of Applicant's proposed event.

## Signature of Event Applicant

*I understand that I may be required to obtain insurance coverage as outlined herein before the City will approve my use of City property or right-of-way. I hereby agree to obtain such coverage as the City may deem necessary and to provide City all necessary documentation of such insurance coverage. I further certify under the penalty of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.*

**X** Signature of Event Applicant \_\_\_\_\_ Date submitted to City \_\_\_\_\_

Printed Name and Title of Event Applicant \_\_\_\_\_

### For Official Use Only

*Please return this page with your signature and comments to the City Clerk as soon as possible.*

Special Event Routing	Signature of Approval	Date	Staff Comments
Parks and Streets Supt. <i>Has MTCO been notified?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	
Public Works Director	_____	_____	
Police Operations Capt.	_____	_____	
Fire Chief	_____	_____	
Rec Services Director	_____	_____	
City Manager	_____	_____	
City Clerk	_____	_____	